

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
NOMINATING & HUMAN RESOURCES MEETING

November 8, 2018

PRESENT: Larry Epstein, Patricia Finder-Stone, Bev Bartlett, Mary Derginer, Mary Johnson, Randy Johnson

ABSENT: Debi Lundberg

EXCUSED: Tom Smith

ALSO PRESENT: Devon Christianson, Kristin Willems, Christel Giesen

The meeting was called to order by Chairperson Epstein at 9:45 a.m.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA:

Ms. Christianson asked to modify the agenda to move agenda item B. to A.

Ms. Bartlett/Ms. Johnson moved to approve and adopt the amended agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF October 25, 2018:

Ms. Finder-Stone/Ms. Derginer moved to approve the minutes of the October 25, 2018 Nominations and Human Resource Committee meeting. **MOTION CARRIED.**

ENTER INTO CLOSED SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Derginer/Ms. Johnson made a motion to move into closed session at 9:49 a.m.

RETURN TO OPEN SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Bartlett/Ms. Derginer moved returning to open session at 10:57 a.m. **MOTION CARRIED.**

A. POSITION CHANGES AND COMPENSATION:

Ms. Christianson reminded the board that all position recommendations and salary adjustments were reviewed by Brown County HR prior to the director's final proposal.

Ms. Derginer/Finder-Stone moved to add 1 FTE staff Accountant position to the ADRC organizational chart. **MOTION CARRIED.**

Ms. Johnson/Ms. Derginer moved to approve increase in annual salary of Finance Coordinator position to midpoint within the positions designated grade. **MOTION CARRIED.**

Mr. Johnson/Ms. Bartlett moved to approve salary increase of Finance Coordinator position retroactive to January 1, 2018. **MOTION CARRIED.**

Ms. Derginer/Ms. Finder-Stone moved to add 1 FTE Volunteer Specialist position to the ADRC organizational chart. **MOTION CARRIED.**

Ms. Finder-Stone/Mr. Johnson moved to bring 2 Grounded Café' Lead positions to FTE status and to re-classify them from hourly to salaried positions. **MOTION CARRIED.**

Ms. Derginer/Ms. Bartlett moved to add .5 FTE Grounded Café' Ambassador Position to the ADRC organizational chart. **MOTION CARRIED.**

Ms. Johnson/Ms. Bartlett moved to eliminate .5 FTE Prevention Assistant position from the ADRC Organizational chart **MOTION CARRIED.**

Ms. Finder-Stone/Ms. Derginer moved to change the ADRC Organizational chart to move 1 FTE Office Assistant position from Administrative Services department to Prevention department. **MOTION CARRIED.**

Ms. Johnson/Ms. Derginer moved to increase the Caregiver Support Assistant position from .5 FTE to 1 FTE. **MOTION CARRIED.**

Ms. Derginer/Ms. Johnson moved to add 1 FTE Elderly Benefit Specialist position for a total of 3 FTE to the ADRC Organizational chart. **MOTION CARRIED.**

B. EXECUTIVE DIRECTOR EVALUATION:

The committees provided feedback in regard to Ms. Christianson's performance in 2018. The Board would like to recognize Ms. Christianson for exemplary work in 2018, examples include:

- Press Conference and Public Awareness: Family Care Entitlement Press conference July of 2018, ADRC Isolation & Loneliness/Ageism, Brown County Budget Signing Press Conference
- Rural community nutrition re-organization and engagement in planning with Pulaski and Denmark programs
- Construction of the 3 year ADRC plan including extensive community input
- Launching the Grounded Café on Saturday Farmers Market morning, hiring new staff and creating new goals, menu et..
- Securing a new staff/Coordinator development tool called Dignify that will engage staff and help Coordinators grow in their leadership skills
- Presentation at the national level on mental health with older adults
- Working with ADRC Program Coordinator to support social clubs and groups moving to new locations where their needs are better served
- Being asked to serve on WIHA board to work with the state, ADPAW (our ADRC association) as a representative to work through conflict of interest in Prevention Programs, Foundations Health and Wholeness Mission Committee and Board of Directors, Bay Are Community Council Communication Chair and Board of Directors and additional community boards and committees that support the ADRC mission.

Mr. Epstein will combine comments from the committee members and will forward a finalized evaluation to Ms. Christianson.

Ms. Johnson/Ms. Finder-Stone made motion to accept the Executive Director's performance evaluation and propose a one-time merit payment contingent on funding. **MOTION CARRIED.**

ADJOURN:

Ms. Derginer/Ms. Bartlett moved to adjourn. The meeting adjourned at 11:00 a.m. **MOTION CARRIED.**

Respectfully submitted,

Kristin Willems
Administrative Specialist